

POSITION DESCRIPTION

Role Title:	Safety & Wellbeing Advisor
Reports To:	People & Communications Director

PURPOSE OF THE ROLE

The Safety & Wellbeing Advisor supports the promotion and implementation of health, safety, and wellbeing practices across Corys Electrical. This role contributes to maintaining compliance with health and safety legislation and helps foster a culture where safety is everyone's responsibility. Working closely with managers and employees, the role provides advice, supports risk management activities, and assists in building systems and processes that enhance workplace safety and wellbeing.

KEY RESPONSIBILITIES

Safety & Wellbeing Support and Advice

- Provide advice on health, safety, and wellbeing best practices to teams and managers.
- Support the interpretation and application of relevant health and safety legislation within operational contexts.
- Implement safety and wellbeing programs, encouraging employee participation and engagement.
- Lead and participate in health and safety meetings, supporting managers and safety representatives to perform their roles effectively.
- Provide input on new equipment purchases and operational changes from a safety perspective.
- Act as a role model for safe behaviour
- Encourage others to be involved in safety initiatives.

Health & Safety Systems

- Maintain and review health and safety systems, processes, and procedures.
- Support ongoing improvements by gathering feedback from stakeholders and identifying areas for enhancement.
- Prepare documentation and reports related to safety system performance and compliance.

Regulatory Compliance

- Ensure compliance with the Health and Safety at Work Act (2015) and related regulations.
- Ensure that standard operating procedures (SOPs) are up-to-date, accessible, and understood by employees.
- Conduct safety audits and inspections, reporting findings and following up on corrective actions.
- Support timely escalation and resolution of non-compliance issues.

Risk, Hazard, and Incident Management

- Develop and maintain risk management tools such as hazard registers and risk assessments.
- Promote accurate and timely reporting of near misses and incidents.
- Support incident investigations by collecting information and helping coordinate follow-up actions.
- Collaborate with HR and ACC in managing injury claims and supporting return-to-work programs.

Training and Development

- Help identify safety training needs in partnership with management and employees.
- Support the delivery of safety inductions to enhance safety awareness and engagement.
- Develop engaging training materials and initiatives to foster a positive safety culture.

KEY RELATIONSHIPS

Internal

- Corys Leadership Team (CLT)
- Wider Leadership Team (WLT)
- General Manager – Operations
- Area Managers
- Branch Managers
- Branch team members
- Support Teams
- People & Culture Team

External

- ACC
- External Contractors
- Suppliers of services
- Relevant professional bodies

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES

Building Strategic Working Relationships	Developing and using collaborative relationships to facilitate the accomplishment of work goals
Coaching	Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem
Developing Others	Planning and supporting the development of individual's skills and abilities so that they can fulfil current or future job/role responsibilities more effectively
Quality Orientation	Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time
Planning and Organising	Establishing courses of action for self and others to ensure that work is completed efficiently
Work Standards	Setting high standards of performance for self and others; assuming

	responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed
Initiating Action	Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

- A passion to progress safety culture and visible safety leadership from the front
- A tertiary qualification in Health and Safety and/or significant experience in a Health and Safety Advisory role (minimum 2-4 years)
- Sound working knowledge of relevant NZ legislation, industry standards and external accreditation frameworks
- Support implementing health and safety management system and control frameworks in an operational environment
- Strong relationship building skills with experience in providing Health, Safety and Wellness advice and support through a business-partnership model
- Experience in development of Health & Safety Systems, Policies and Standard Operating Procedures balancing compliance with safety culture progression
- Sound understanding of Risk Management and its application
- Confident in training facilitation and presenting to groups
- Competent in the use and administration of digital health and safety software platforms
- Working knowledge in data and information to effectively produce a meaningful safety performance measurement framework
- Effective research skills and ability to interpret legislation
- Self-starter, willing to challenge the status quo, passionate about making a difference.
- Flexible, adaptable and enjoys challenge and change.
- Strong organisational skills and processes.
- Ability to work in a complex work environment, deal with ambiguity and across functions.

OCCUPATIONAL HEALTH & SAFETY

Physical Consideration

Corys Electrical is committed to ensuring that employees' Health and Safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS	
Activity	Hazard
Computing	• Use of computer monitor • Occupational overuse syndrome
Transport/distribution operations	• Moving vehicles • Use of fork hoists
Warehousing	• Stacked product/obstacles • Manual handling and lifting • Spillages and slippery surfaces • Chemicals/dangerous goods
Telephone use	• Cradling of receiver rather than using a headset.
Driving	• Traffic • Road conditions • Fatigue • Mobile Phone Use